

## Windows 7 Professional/Ultimate Scan to Folder setup

(Windows 7 Home is not supported)

(Other versions of Windows may be different) (You may need to refer to your Windows documentation)

### What you will need

- **Administrative rights to the destination computer**
  - Usually just your login information
- **The IP Address of the Ricoh**
  - (Instructions on page 2)
- **Shared destination folder**
  - (Instructions on page 3)
- **The path to the folder you want to scan to**
  - (As shown on page 5)

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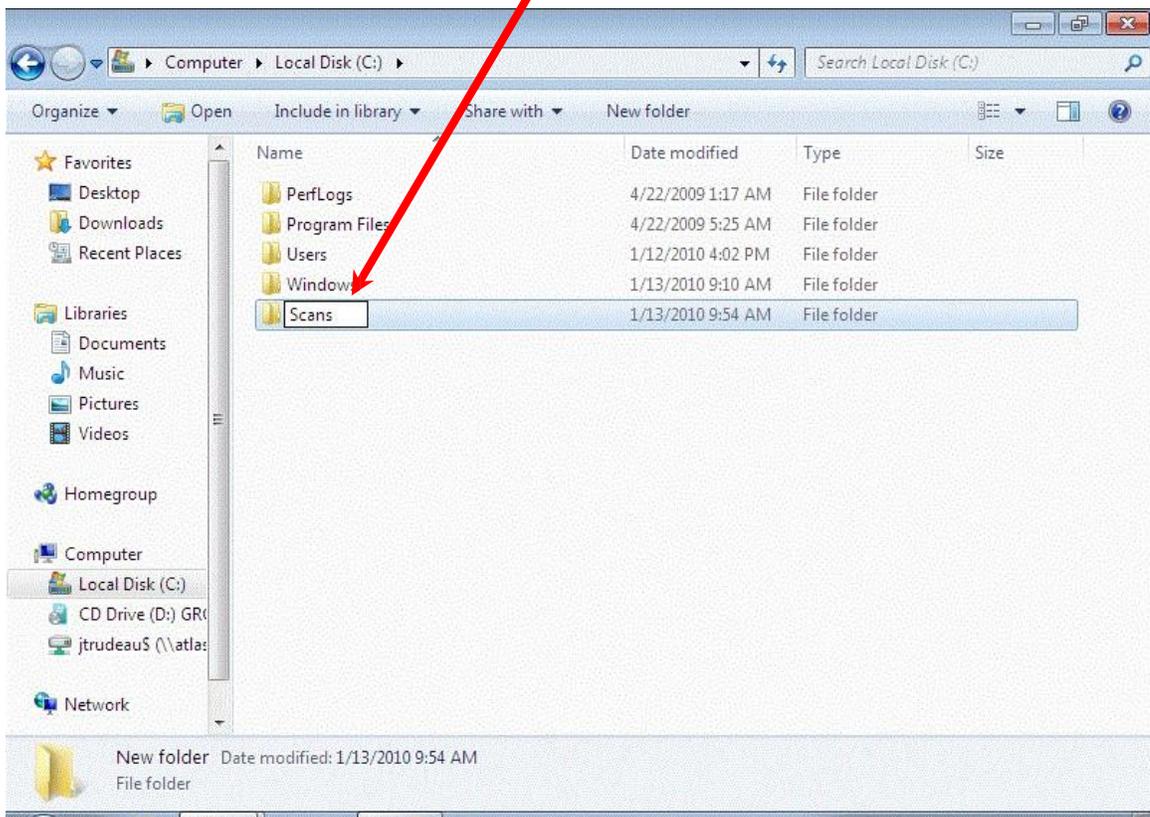
To get the IP Address of the Ricoh:

- At the machine press User Tools
- Machine Features (if present) then Printer Features
- Then Configuration Page (often shortened to "Config Page") o If you don't see Configuration Page you should see List/Test Print, select this option and you should now see Configuration Page
- The **IP address** will be under the header Host Interface as shown below:

Configuration Page		RICOH Aficio MP C3000	
<b>System Reference</b>			
Unit Number	L3785600595	Pages Printed	47062
Total Memory	1024 MB		
Firmware Version	Printer[1.12 / B7885601K], System[1.69 / B2385601V], Engine[V1.131:01 / B2385530L], LCDC[1.18 / B2381491A], NIB[S.17 / B2385605H]		
Device Connection	IEEE 802.11b		
HDD: Font / Macro Download	Free Space 509908 KB , Disk Capacity 510446 KB		
Printer Language	RPCS [3.3.22.3.4], PCL 5c [1.13], PCL XL [1.13], Adobe PostScript 3 [1.00], Adobe PDF [1.00]		
Connection Equipment	-		
Consumption Status	Black Toner Remaining: [■ ■ ■ ■ ■ ■]	Cyan Toner Remaining: [■ ■ ■ ■ ■ ■]	Yellow Toner Remaining: [■ ■ ■ ■ ■ ■]
<b>Paper Input</b>			
Tray Priority	Tray 1		
Bypass Tray	8 1/2 x 11 Plain Paper Tray Locked Duplex Unavailable		
Tray 1	11 x 8 1/2 Plain Paper		
Tray 2	11 x 17 Plain Paper		
<b>Maintenance</b>			
4 Color Graphic Mode	Photo Priority		
<b>System</b>			
Print Error Report	*On	Auto Continue	Off
Memory Overflow	Do not Print	Auto Del. Temp. Print Jobs	Off
Hours to Delete	8	Auto Del. Stored Print Jobs	On
Days to Delete	3	Initial Print Job List	*List Per User ID
Memory Usage	Frame Priority	Duplex	Off
Copies	1	Blank Page Print	On
Reserved Job Waiting Time	Short Wait	Printer Language	Auto
Sub Paper Size	Off	Page Size	8 1/2 x 11
Letterhead Setting	Off	Bypass Tray Setting Priority	*Machine Settings
Edge to Edge Print	Off	Default Printer Language	PCL
Tray Switching	Off		
<b>PCL Menu</b>			
Orientation	Portrait	Form Lines	*45
Font Source	Resident	Font Number	0
Point Size	12.00	Font Pitch	10.00
Symbol Set	PC-8	Courier Font	Regular
Extend A4 Width	Off	Append CR to LF	Off
Resolution	*300 dpi		
<b>PS Menu</b>			
Data Format	TBCP	Resolution	600 dpi (Fast)
Color Setting	Super Fine	Color Profile	Auto
<b>PDF Menu</b>			
Resolution	600 dpi (Fast)	Color Setting	Super Fine
Color Profile	Auto		
<b>Host Interface</b>			
I/O Buffer	128 KB	I/O Timeout	15 seconds
DHCP	On	IPv4 Address	192.168.002.184 [011.022.053.044]
Sub-net Mask	255.255.000.000 [000.000.000.000]	Gateway Address	192.168.001.013 [000.000.000.000]
IPv6 Stateless Autoconfig.	Active	Frame Type (NW)	Auto
IPv4	Active	IPv6	Inactive
NetWare	*Inactive	SMB	Active
AppleTalk	Active	Ethernet Speed	Auto Select
LAN Type	Ethernet	Communication Mode	*Infrastructure
Selected SSID	MetroSales	Channel	11
Transmission Speed	Auto	Security Type	Off
WPA Encryption Method	TKIP	WPA Authentication Method	WPA-PSK
<b>Interface Information</b>			
MAC Address	00.00.74.ae.3e.e1	Host Name	RNP3EE1
Operation Mode (NetWare)	Print Server	Print Server Name (NetWare)	RNP3EE1
File Server Name (NetWare)	Not Defined	NDS Context Name (NetWare)	Not Defined
Workgroups Name (SMB)	WORKGROUP	Network Path Name (SMB)	\\RNP3EE1\MPC3000
IEEE 802.11b	00.00.74.b8.62.35		
Invalid Interface	Not Detected		

## Computer Setup

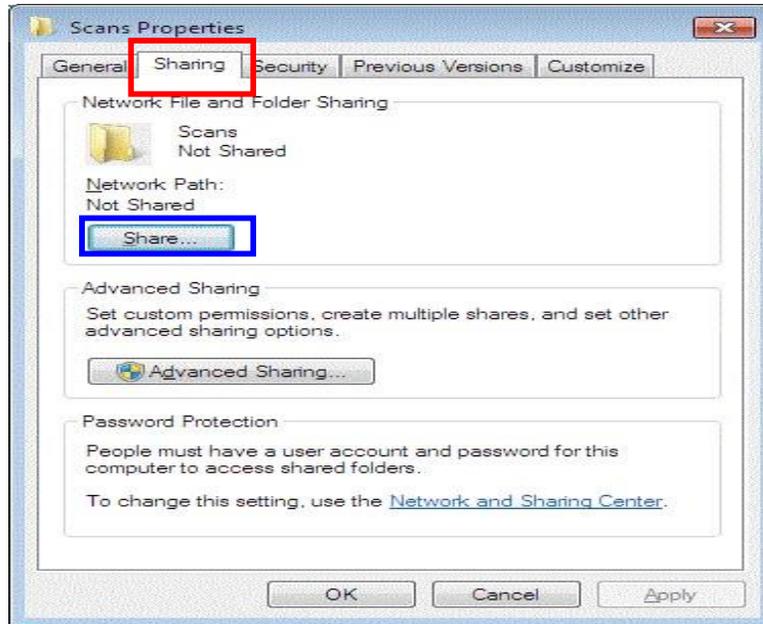
Log on to destination computer with administrative rights. Create destination folder (c:\scans in this example). Open Computer then the “C” drive. Right-click in an open area of the c drive window and select New Folder. Name this folder scans.



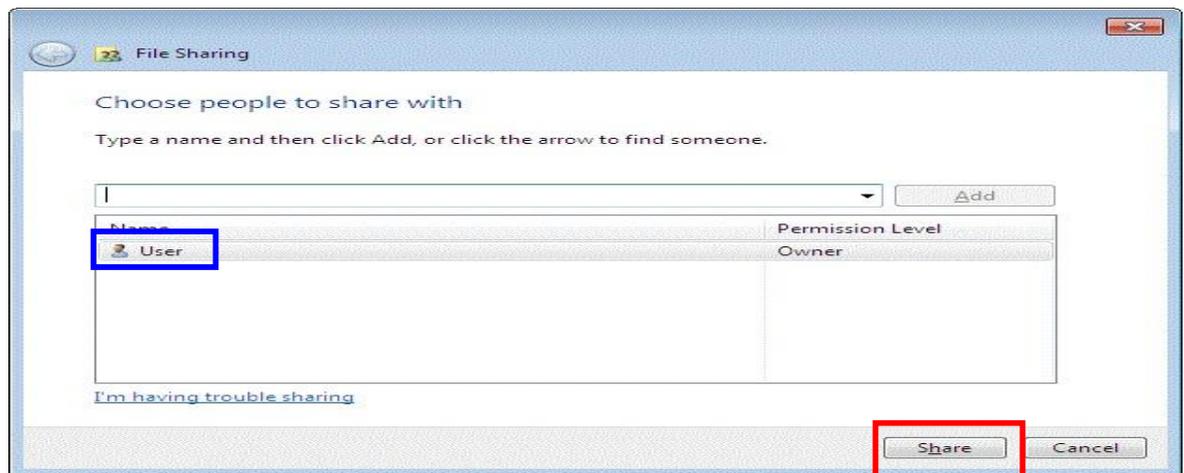
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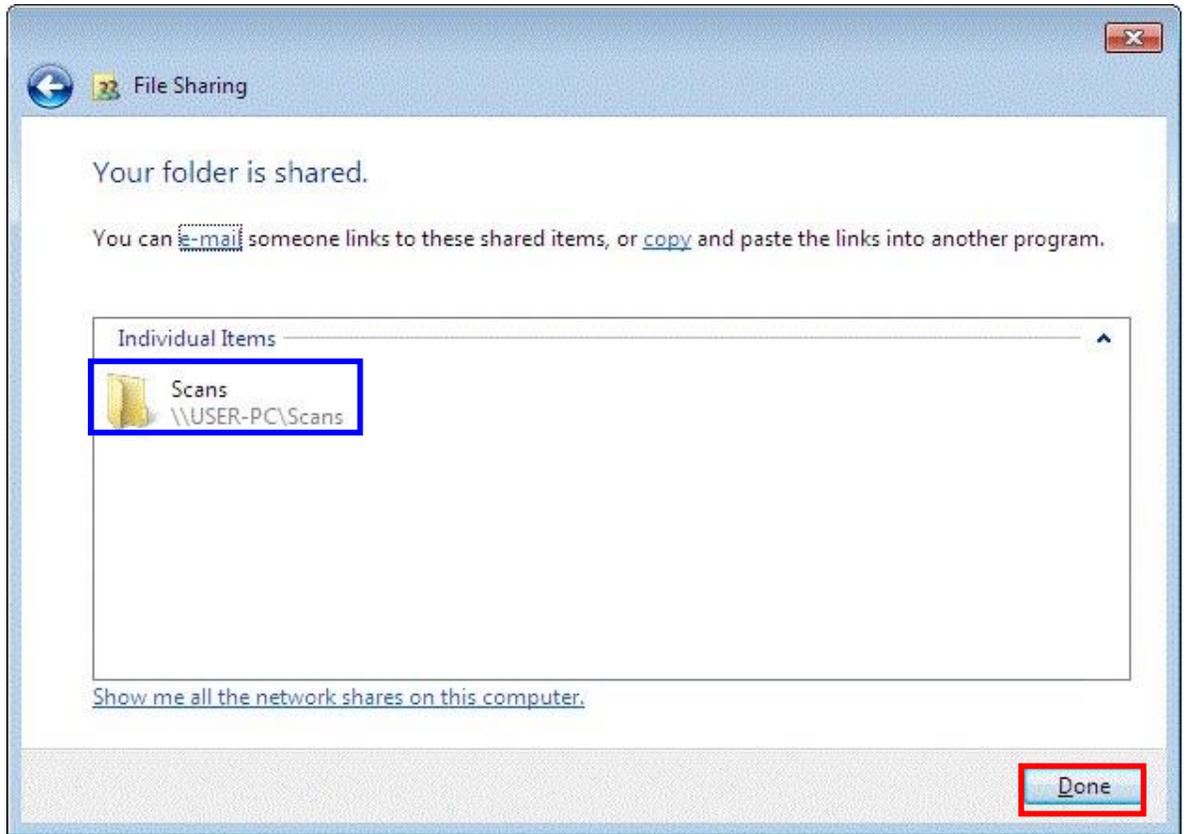
Right-click the scans folder and choose "Properties". Click on the **Sharing** tab and click on **Share**.



You should see your **user name** in the list, if so click on **Share**

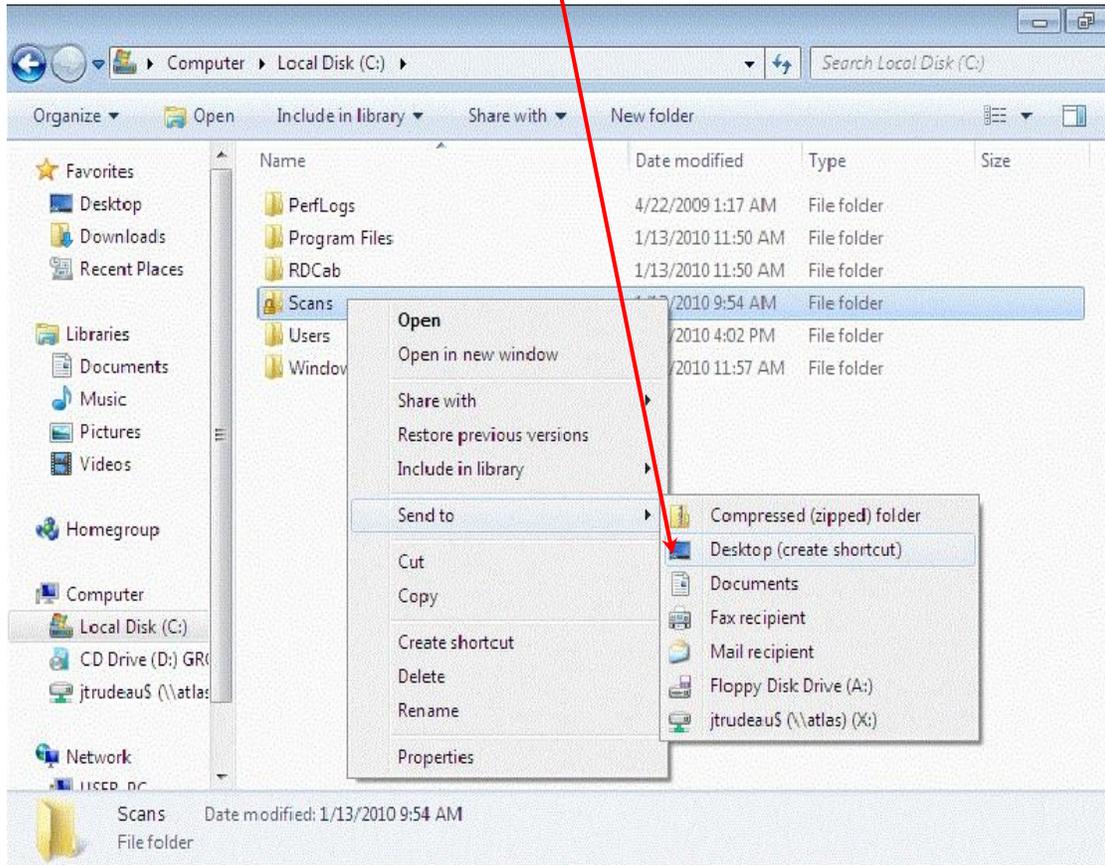


Once everything is configured properly you should receive a confirmation window like the one below. Record the path (**\\User-PC\Scans** in this example) and click **Done** to proceed back to the properties window and click Close to complete the process.



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You should be back in the “C” drive window. Right-click the scans folder and select Send To → Desktop (create shortcut). This will place a shortcut to the scans folder on your desktop.



## MFP Setup

These instructions will work for most MFPs; you may need to refer to Operating Instructions or the Metro Sales Connectivity Helpdesk: (612)798-1348 or email us at [networksupport@metrosales.com](mailto:networksupport@metrosales.com) for further assistance.

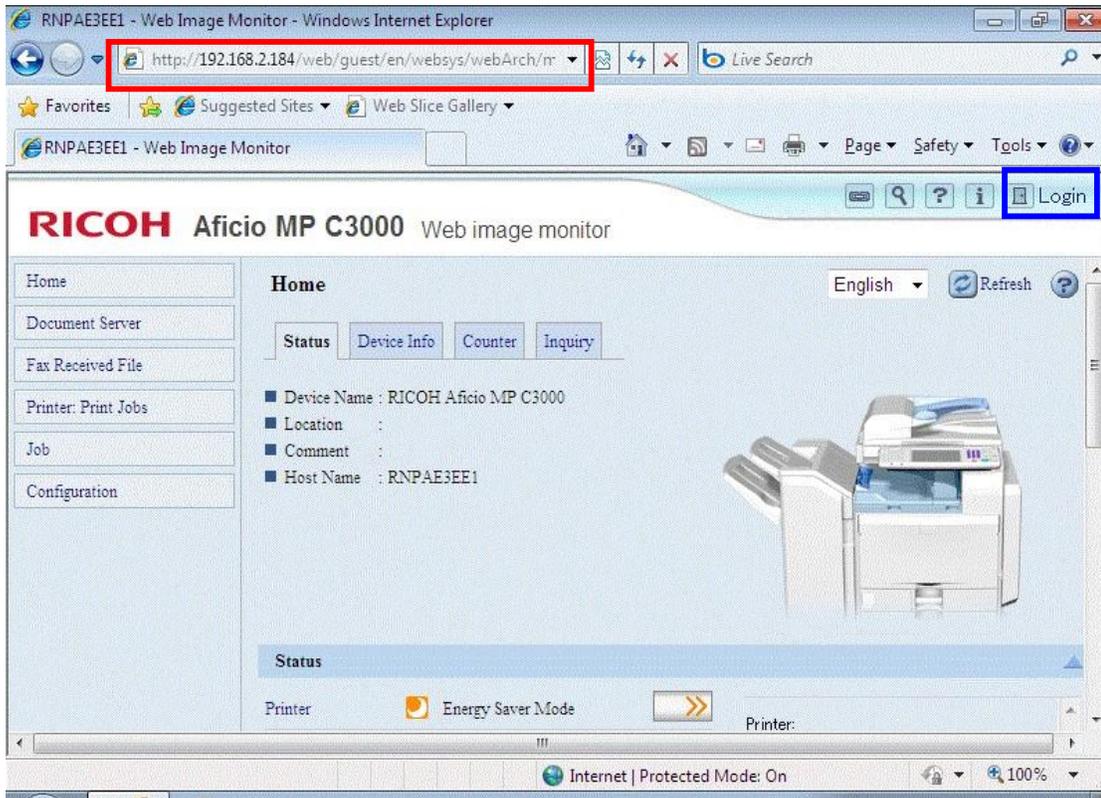
What you will need

- The share path from page 5
- The IP address of the Ricoh from page 2

Once we have the required information open a web browser such as Internet Explorer and erase everything in the **address bar** and type in the IP address of your machine removing any zeros before numbers (i.e. 192.168.001.200 should be 192.168.1.200) and hit enter. It will load up the web interface for your Ricoh. Once loaded click on [Login](#).

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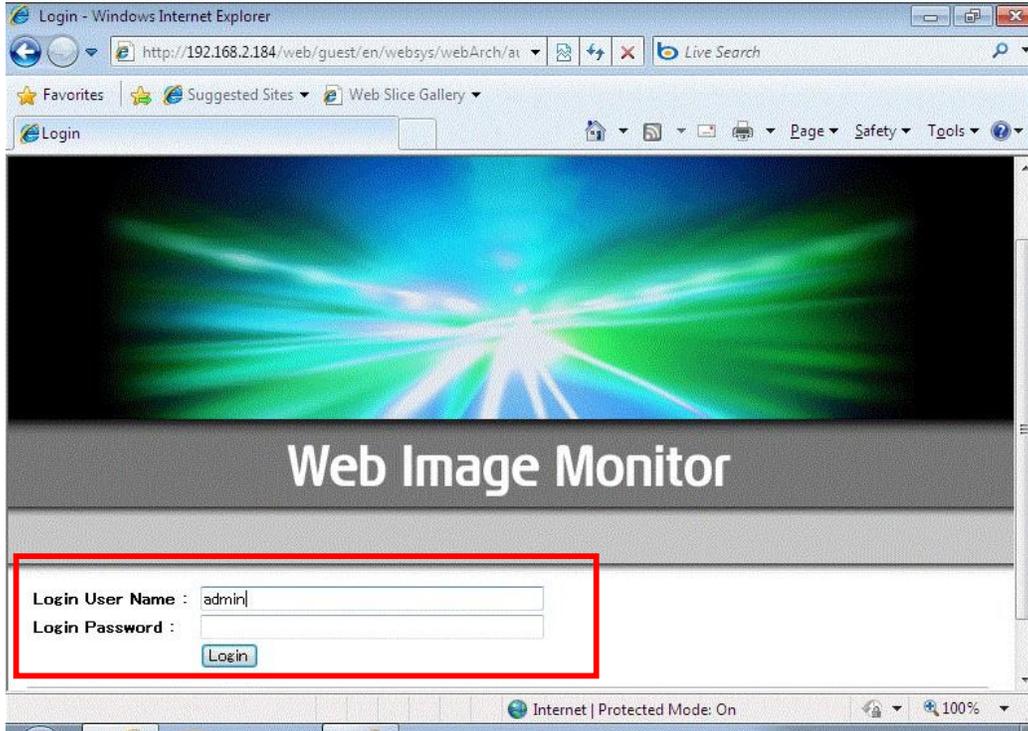
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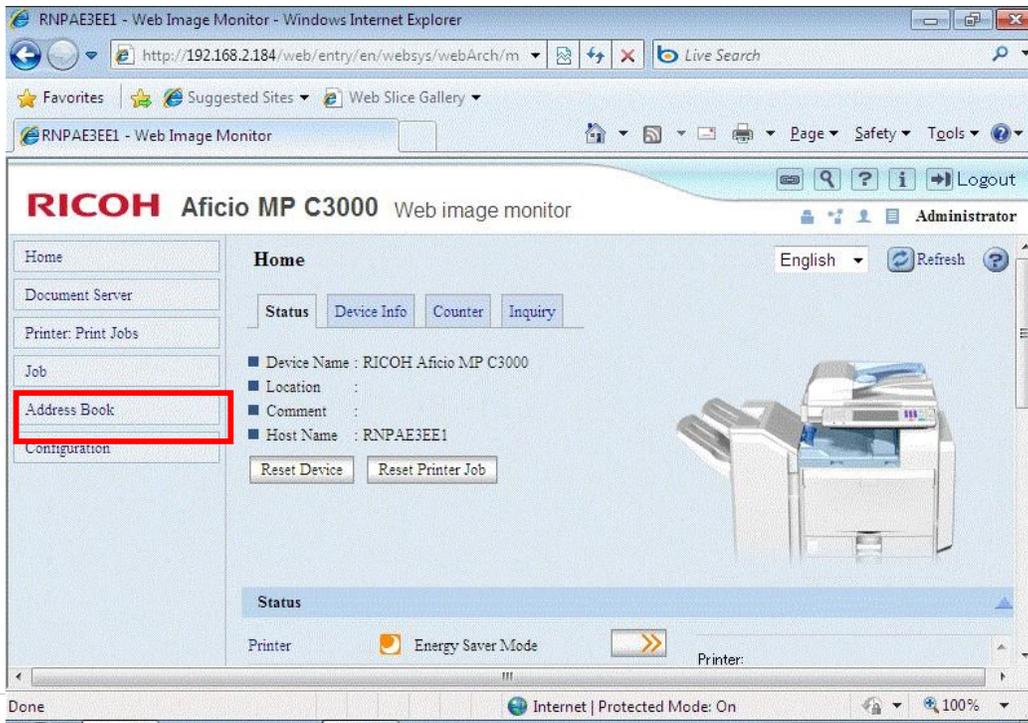
The below web page should load, the default login is Username: admin without a password.

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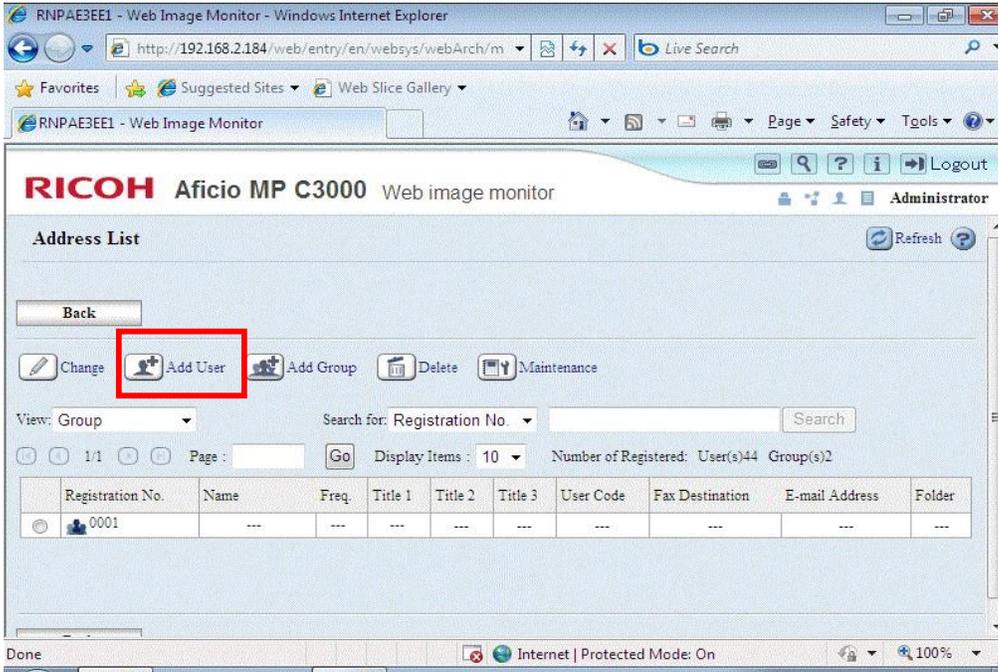


Once logged in you should be automatically returned to the initial web page of your Ricoh. You'll now want to click on **Address Book** on the left side. Remember if you're not logged in the Address Book button is not there.

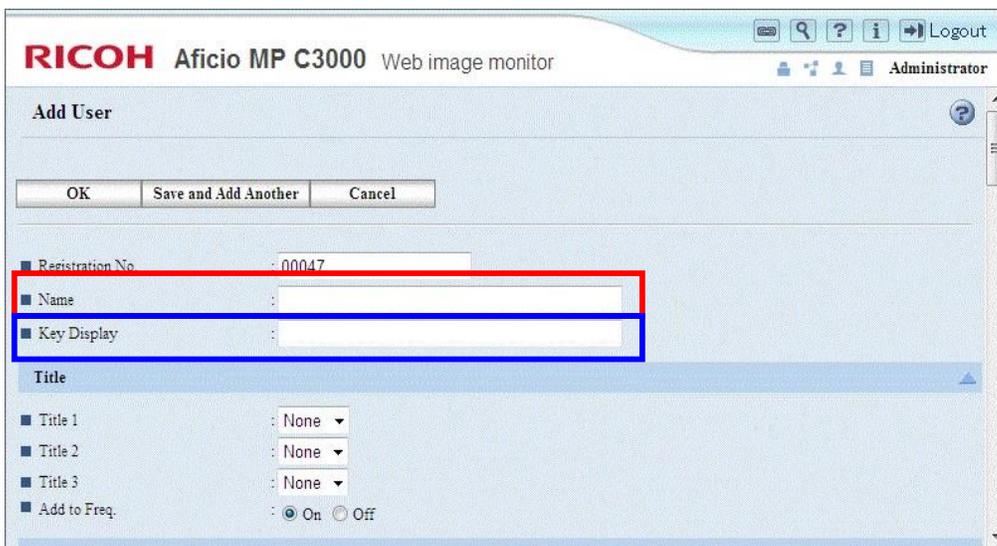


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You should now be in the address book administration page. You'll now want to click on **Add User**.



This will bring up the Add User page, the first two fields you'll need to fill out are the **Name** and **Key Display** fields. The name is the name of the person or place you're scanning to. The Key Display field is the name that shows up on the button on the machine.



Next you'll want to look a little farther down the page for Authentication Information. You'll want to click the bullet for **Specify Other Auth Info Below** under Folder Authentication and enter your username in the field below before clicking on **Change** next to Login Password.

RICOH Aficio MP C3000 Web image monitor

Administrator

Authentication Information

- User Code :
- SMTP Authentication :  Specify Other Auth. Info below:  Do not Specify  
Login User Name:   
Login Password:
- Folder Authentication :  Specify Other Auth. Info below:  Do not Specify  
Login User Name:   
Login Password:
- LDAP Authentication :  Specify Other Auth. Info below:  Do not Specify  
Login User Name:   
Login Password:
- Available functions  
Copier:  Full Color  Two-color  Single Color  Black & White  
Color Copy Mode Limitation:  Limit to Auto Color Selection  Full Color / Auto Color Selection

Now you should have two fields on the page for your password. Enter in the password you use to login to your computer and click **OK** to return you to the Add User Page.

Change Folder Authentication Password

[Note] SSL communication is currently unavailable. The following items will be transmitted without being encrypted.

- New Password :
- Confirm Password :

Now you'll want to scroll all the way down the page until you see the header **Folder**. You'll want to put in the path you have from the step on Page 5 (i.e. \\USER-PC\Scans) into the **Path** field.

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Folder

■ Protocol : SMB

■ Port No. : 21

■ Connection Type : NDS

■ Server Name :

■ Path :

Once you have filled in all the appropriate information you can scroll the rest of the way down and click on the OK button. This will send the information to your copier and you should have a new **scan destination** under the **Folder** tab on your Ricoh device.

Store File Scanned Files Status Check Modes

Ready Search Dest. Preview Ttl. Dest. 0 Memory 100%

B & W: Text 300 dpi Auto Detect

Scan Settings

Auto Density

1 Sided Original Original Feed Type

Send File Type / Name

Select Stored File

E-mail Folder

Folder Dest.: 0 Prg. Dest.

Reg. No. Manual Entry

Frequent AB CD EF GH IJK LMN OPQ RST Uvw XYZ Change Title

[00004] DDF [00007] Scans

Text Subject Security Sender Name Receipt. Notice

System Status Job List FEB 23, 2009 9:40AM

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If it goes through you're all set and you can close the web browser at your computer. If not feel free to give our printing/scanning helpdesk a call at (612)798-1348 or email us at [networksupport@metrosales.com](mailto:networksupport@metrosales.com)

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